

**DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES
JUSTICE FUND ADMINISTRATION SECTION
ACT 1256 AS AMENDED BY ACT 1341 OF 1997
FEES COLLECTION REMITTANCE FORM AND FINE REPORT**

Instructions for New Forms:

1. Any previous version of the Fee Collection Remittance Form and Fine Report will not be accepted. Some court fees have been changed or added and must be reported each month on the new form.
2. The new form has the court's name, ID, and court type on it. If you report for more than one court, make sure to use the correct form for each court.
3. The first line in section I. UNIFORM FILING FEES/COURT COSTS COLLECTED DURING THE MONTH OF: must be completed giving the month and year of the reported collection. This date is different from the date on the bottom of the form which is the date the form was completed, signed, and certified.
4. County courts should only enter information into the circuit, chancery and probate sections of this form. If counties have a municipal court the municipal court must be reported on a separate form with the corresponding court name and ID.
5. Municipal courts must report their fees in the municipal section of this form. All fees collected by a municipal court must be reported as municipal fees.
6. City courts must report their fees in the city section of the form
7. Police courts must report their fees in the police court section of the form.
8. Fees collected for local ordinances (M, R, and W) must be completed by each subsequent court.
9. All of the entries in A through X must add up to the TOTAL UNIFORM FILING FEES/COURT COSTS COLLECTED.
10. On the LESS MONTHLY SHARE OF UNIFORM FILING FEES/COURT COST line, enter the amount certified by the Department of Finance and Administration—Justice Fund Administration Section for the court indicated by the name and ID on the form.
11. On the LESS COUNTY TREASURER'S COMMISSION line, only county courts may take a County Treasurer's Commission.
12. On the EQUALS STATE SHARE OF FILING FEES/COURT COSTS REMITTED line, enter the amount left after subtracting the Monthly Share and County Treasurer's Commission from the Total Fees Collected. This amount must be remitted to the Department of Finance and Administration—Justice Fund Administration Section along with the properly completed Fee Collection Remittance Form and Fine Report.
13. Section II of this form, must be completed by counties with the dollar amount of fines paid to the county from the circuit and municipal courts within that county.
14. Each form must be signed and dated so that information can be verified by this office when necessary.